PROPOSED COUNCIL STUDY ISSUE
FOR CONTINUING ITEMS
For Calendar Year: 2004

Issue Title: Assess Future Library Facility Needs – Workplan Implementation

Lead Department: Libraries

General Plan Element or Sub-Element: 6.2

1.   What are the key elements of the issue?
During FY 2002/2003 Council twice considered and approved a project to assess Future Library Facility needs. During subsequent project budget meetings this project was not funded. The Board of Library Trustees believe it is critical to Implement the workplan developed in 2002 including those steps necessary to make a determination of the amount and type of library space needed to meet future community needs. Depending on the outcome of phase one, a second phase to develop architect's conceptual plans will follow. Implementation of the workplan is dependent on the allocation of approximately $285,000 the project budget ($150,000 in FY 2004/05, Phase I and $135,000 in FY 2005/06, Phase II).

Use of the Main Library continues to increase. Lacking branch libraries, the Bookmobile or other outlets, some portions of the community have limited access to library services. Further, the demand for Children's Services and access to library computers is growing, circulation of materials has increased a total of 40% during FY 2001/02 and FY 2002/03. When the citywide Space study was undertaken several years ago the Main Library was not included in the study. The analysis of library space provides unique challenges and requires a different expertise on the part of the consultants. This study issue is being proposed to address long term issues of access to library services by projecting future facility space and technology requirements.

The role of libraries in communities across America is changing yet nowhere is the demand greater than in Silicon Valley. Modern libraries include banks of computers providing access to an array of electronic resources, bookstores for fundraising purposes, cafes or coffee carts, multiple small group study rooms, performance space and auditoriums for a variety of presentations, computer labs, training rooms, children's spaces designed to delight and inspire a love of reading, separate noise-tolerant teen space, and community gathering areas. Library users expect libraries to provide more than traditional library services.   The features mentioned above reflect the expectations and requests that are frequently received from customers here in Sunnyvale and which are being offered in most area library systems all of which have recently built or are currently building state of the art facilities. Libraries fulfill many more information and leisure related needs today than they did when our library was designed, built, expanded and renovated. The Board of Library Trustees has received many comments from library users about space and resource needs.

A Space Needs and Utilization Report for the Sunnyvale Library was completed by a

library space analyst in 1992. This report pointed out that the existing library building was designed to serve a maximum population of 114,000. Recommendations in this report identifying ways to make full use of the existing facility were implemented during a library Space Optimization Capital Project which was completed in September 1998. (Other recommendations which were not implemented included addition of 15,000 square feet or building a satellite library.) The results of the Space Optimization capital project included increased seating, increased shelving space, replacement of a twelve-year-old carpet, replacement of all furniture and shelving and other building improvements. Since the renovation in 1998 not only have the number of daily visitors increased from an average of 1,949 to 2,506, but both the separate Sc[i][3] facility and the Bookmobile have also been eliminated contributing to the over crowding in the current facility.

Phase I of this project will include these elements managed by a casual manager:

Analysis of current facility
- Assessment of structural, mechanical, electrical lighting and acoustic building systems and their ability to support existing and expanded services.
- Assessment of telecommunications, data cable, ability to adapt to wireless use, and other technology issues.
- Assessment of ADA, security, site parking, and access issues.

Identify Space and Infrastructure Needed
- Compare to national standards.
- Compare to surrounding communities.
- Compare to existing facility and identify gaps.

Develop Conceptual Alternatives
- Evaluate how library priorities fit with potential long-range City Space plan options.
- Consider partnerships, adjacencies, multi-use opportunities. Might include expansion, reorganization, satellite facilities, new building.
- Include estimates of the scale of cost associated with each alternative.

Community Needs Assessment

Telephone survey

Phase II of this project will include:
Development of conceptual models based on Phase I data. This phase requires a casual manager as well.

2. **Current Status:**
   The workplan and budget for a community needs assessment and library building assessment have been postponed. Project budget approval is necessary to commence work.

6. **Estimated work hours for completion of the study issue.**

   (a) Estimated work hours from the lead department   1145

   (b) Estimated work hours from consultant(s):   356

   (c) Estimated work hours from the City Attorney's Office:

   (d) List any other department(s) and number of work hours:

   Department(s):   Parks and Recreation 10 and   30
   Community Development 20

   Total Estimated Hours: 1531

reviewed by

_____   _____
      Department Director   *Date*

approved by

_____   _____
         City Manager   *Date*